

# **Resource Allocation Selection System (RASS)**

## **Quick Reference**

### **Supervisor**

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**23 December 2003**

## RASS Overview

The Resource Allocation Selection System (RASS) is a real-time, web-based computer application that centralizes management of funds for ACTEDS approved DA Intern and Competitive Professional Development (CPD) training. It enables the online creation, submission, approval, status tracking, and reporting of training and travel-related request forms (DD Form 1556, DD Form 1610 and Standard Form 1164).

### Training Request Process

The following table describes the training request process.

Step	Process
1	Budget Chief creates the Annual Funding Plan.
2	Functional Chiefs Representatives (FCRs) and MACOM Intern Coordinators (MICs) create Obligation Plans.
3	CPD Participant and Intern Data is verified.
4	Training candidate submits training forms (DD Form 1556 and DD Form 1610).
5	Supervisor approves (or disapproves) training request.
6	FCR approves CPD candidate training requests and MIC approves Intern training requests.
7	Budget Analyst approves funding for training requests.
8	Intern/CPD candidate, supervisor, and MIC/FCR are informed of funding approval by Budget Analyst.
9	Daily Actual Obligations reported.

### Main Functions in RASS

Main functions in RASS are accessible via the buttons on the main menu. The actual buttons vary by type of user. The following table describes the basic functionality of each of the main functions, and which user(s) have access to them.

Section	Functionality	Available to
Training Request	Create new training request – DD Form 1556 and DD Form 1610. Create expense reimbursement request – SF 1164. Create new TDY travel request – DD Form 1610. Check status of training request.	ACTEDS Interns, CPD candidates
Group Training Request	FCRs/MACOM Intern Coordinators (MICs) create group training requests – DD Form 1556.	FCRs, MICs
Training Approval	Review and approval (or disapproval) of training request, TDY travel request, and expense reimbursement.	Supervisors of ACTEDS interns and CPD candidates, FCRs,

		MICs
Funding Approval	Approval of training request and expense reimbursement.	Budget Analyst
Account Management	Create and edit Annual Funding Plan and Obligation Plans.	FCRs, MICs
Reports	Create, view and edit reports.	FCRs, MICs, Budget Analysts
Personnel Management	Input CPD candidate/Intern information.	FCRs, MICs
RASS Help	Online help system for RASS.	All users

## Initial Log In

The following table describes the steps for logging in to RASS the first time, changing your password, and updating your Personnel Data Sheet.

Step	Description
1	Select the RASS link.
2	On the RASS screen, in a separate window, the U.S. Department of Defense Warning Statement is displayed; select OK, to close the window.
3	On the RASS page, in the AKO User Name field, enter AKO User Name.  Note: Your AKO User Name is the part of your AKO email address <b><u>before</u></b> @us.army.mil.
4	In the Password field, enter your SSN (Social Security Number) without hyphens and select Enter.
5	On the RASS page, in the Password field, enter a new password.  Note: The password must be at least 8 characters. The password cannot begin or end with a number. It must contain at least 2 uppercase letters, one number, and one special character. Examples of special characters are: !, #, \$, %, *
6	In the second Password field, re-enter the new password and then select Enter.  Note: Use this new password for all future log ins to RASS.
7	On the Personnel Data Sheet page, fill out the data sheet and then select Update Record. See <i>Itemized Instructions – Personnel Data Sheet</i> , pg. 6, for specific instructions.
8	The following confirmation message is displayed:  User Profile Updated Successfully
9	Select Back to Main Menu.

## Logging In to RASS

The following table describes the steps for logging in to RASS (after your initial login described above).

Step	Description
1	Select the RASS link.
2	On the RASS screen, in a separate window, the U.S. Department of Defense Warning Statement is displayed; select OK, to close the window.
3	On the RASS page, in the AKO User Name field, enter your AKO User Name.  Note: Remember your AKO User Name is the part of your AKO email address before @us.army.mil.
4	In the Password field, enter your RASS password and select Enter.  Note: Your RASS password is the password that you created when you initially logged on to RASS.  Remember: Passwords are case sensitive.

## Approve a Training Request

- The following table describes the steps to access and approve a training request with or without an accompanying travel request.
- You will receive an email notification whenever one of your employees submits a training request through RASS for your review.

Step	Action
1	Log in to RASS.
2	On the RASS Menu, select Training Approval.
3	On the Form Status Review page, view the forms awaiting approval.
4	Select the document number for a DD Form 1556 awaiting approval.
5	On the DD Form 1556 Review page, review the entries.
6	Select Back to Status Review, to return to the Form Status Review page.  Note: If the training request includes a TDY travel request (DD Form 1610) repeat steps 3, 4 and 5, selecting the DD Form 1610, to review the entries for the TDY travel request. Both the forms must be reviewed prior to approving the training request, as the forms are approved at the same time.
7	On the Form Status Review page, select the box for the training request that was reviewed and then select Approve.
8	The following confirmation message is displayed:

	Selected forms have been approved!
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### Approve TDY Travel Request – DD Form 1610

- The following table describes the steps for approving a separate DD Form 1610 (not submitted with a training request as described above).
- You will receive an email notification whenever one of your employees submits a travel request through RASS for your review.

Step	Action
1	Log in to RASS.
2	On the RASS Menu, select Training Approval.
3	On the Form Status Review page, select the document number for a DD Form 1610 awaiting approval.
4	On the DD Form 1610 Review page, review the entries.
5	On the Form Status Review page, select the box for the form and then select Approve.
6	The following confirmation message is displayed:  Selected forms have been approved!

### Approve an Expense Reimbursement Request – SF 1164

- The following table describes the steps to access and approve an expense reimbursement request.
- You will receive an email notification whenever one of your employees submits an expense reimbursement request through RASS for your review.

1	Log in to RASS.
2	On the RASS Menu, select Training Approval.
3	On the Form Status Review page, view the forms awaiting approval.
4	Select the document number for a SF 1164 awaiting approval.
5	On the SF 1164 Review page, review the entries.
6	Select Back to Status Review, to return to the Form Status Review page.
7	On the Form Status Review page, select the box for the expense reimbursement request that was reviewed and then select Approve.
8	The following confirmation message is displayed:  Selected forms have been approved!

### RASS Help

For additional instructions on how to use RASS access RASS Help.

## Itemized Instructions – Personnel Data Sheet

- Items with an asterisk (\*) are required.
- Some items may already be filled in with data taken from the central database. If any of them are incorrect, change them.
- You can make changes to your Personnel Data Sheet at any time by selecting the Personnel Data Sheet button on the RASS main menu.

Item	Data Element	Description/Notes
1	Social Security Number	SSN field is prepopulated and cannot be changed.
2	Full Name	Full Name field is prepopulated. First and last names are required.
3	Home Phone Number	Enter your home phone number (area code first) without hyphens (10 char).
4	Work Phone Number	Enter your work phone number (area code first) without hyphens (10 char).
5	DSN	Enter your DSN work phone number if you have one (no hyphens) (7 char).
6	OCONUS Home Phone Number	For OCONUS interns, enter your home phone number without hyphens (15 char).
7	OCONUS Work Phone Number	For OCONUS interns, enter your work phone number without hyphens (15 char).
8	OCONUS DSN	For OCONUS interns, enter your DSN work phone number if you have one (15 char).
9	Home Mailing Address	Enter your home mailing address. Street address, city, state, and zip code are required.
10	Work Mailing Address	Enter your work mailing address. Street address, city, state, and zip code are required.
11	Career Program *	Use the drop-down menu to select your career program.
12	Education Level *	Use the drop-down menu to select your highest level of education.
13	Pay Plan *	Enter your pay plan (e.g., GS).
14	Occupation series code *	Enter your occupation series code (e.g., 2210).
15	Pay grade *	Enter your pay grade.
16	Pay step *	Enter your pay step.
17	Position title *	Enter your position title.
18	MACOM *	Use the drop-down menu to select your major command.